

**HENDERSON COUNTY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES
REGULAR BOARD MEETING
THURSDAY, JUNE 8, 2023**

CALL TO ORDER: 8:01 AM.

ROLL CALL: Present- Eric Hoey, Susie Thurman, Arlene Alexander, Tiffany Sights, and Nibby Priest. Also Present-Shannon Sandefur, Library Director; Tammy DeKemper, Finance/HR Manager; Chris Hopgood, Library Attorney; Amber Potts, Regional Library Consultant and Chris Johnson, KLC Personnel Services Managing Attorney.

PUBLIC COMMENT: None

APPROVAL OF MINUTES: MAY 11, REGULAR MEETING: The May 2023 Board Meeting minutes were e-mailed to the Trustees before the meeting.

- Susie Thurman made a motion to accept the May 2023 Regular Meeting minutes. Second, Nibby Priest. All aye.

PRESENTATION OF THE FINANCIAL REPORT: MAY 2023: The Financial Report was e-mailed to the Trustees before the meeting. Tammy DeKemper presented the report.

- Nibby Priest made a motion to file the financial report for audit. Second, Arlene Alexander. All aye.

APPROVAL OF ITEMIZED EXPENDITURES: MAY 2023: The Itemized Expenditures report was e-mailed to the Trustees before the meeting. Tammy DeKemper presented the report.

- Nibby Priest made a motion to accept the itemized expenditures. Second, Tiffany Sights. All aye.

2023 EMPLOYEE HANDBOOK-CHRIS JOHNSON KLC: The Trustees were emailed an updated employee handbook prior to the meeting for review. Chris Johnson with KLC explained his role in helping guide the director and human resources with the legal requirements that are necessary in updating the handbook. He was here to answer any questions that the Trustees may have. The following list of items that have changed from the current handbook:

- a. New hires will be included on the board agenda for an official vote
- b. The Open Door Policy will replace the current grievance policy
- c. Tightening up the Dress Code and Hygiene policy

- d. The Library Social Media Policy will replace the current policy
 - e. The Use of Library Credit Card Policy will replace the current credit card policy
 - f. Vacation Time increased and will accrue from day one
 - g. Employees will be able to accrue up to 12 weeks of sick leave
 - h. Employees will be able to carry over vacation time
 - i. Added Attendance Incentive Program
 - j. Added Maternity and Parental Leave Policy
 - k. Added Adoption Leave Policy
 - l. Added Bereavement Leave Policy
 - m. Added additional personal days as an award for years of service
- Susie Thurman made a motion to accept the 2023 Employee Handbook revisions. Second, Arlene Alexander. All aye.

Chris Johnson exited the meeting at 8:30.

BOARD BY-LAWS- 1ST READING-No vote until next meeting. Change under Article 5, Section 3 statement added; the responsibilities of the Library Director shall include, but not be limited to, the following: the oversight and implementation of library personnel policies, including disciplinary practices and procedures up to and including termination of personnel.

OPEN RECORDS POLICY- NEED PER KLC- This will be posted at circulation desk and on the website after approval.

- Nibby Priest made a motion to accept the Open Records Policy as presented. Second, Susie Thurman. All aye.

DIRECTOR'S REPORT/STATISTICAL REPORT-items discussed were new employees, meeting with WEHT to create a virtual tour of the library for webpage, staff insurance meetings, Tom Dempewolf with Sonitrol will be here next month to discuss monitoring/security for the library, restored tombstone dedication event, and the Jerry Kline Community Impact Prize the library is applying for. The stats are up overall in comparison to last year.

FY 23/24 BUDGET-2nd READING: The only change from the 1st reading is the added expense of the repair for the rotunda.

- Susie Thurman made a motion to accept the 2nd reading of the FY 23/24 budget. Second, Arlene Alexander. All aye.

FY 22/23 BUDGET AMMENDMENT: It was presented with an increase in revenue and a decrease in the overall expenses.

- Arlene Alexander made a motion to accept the FY 22/23 budget amendment. Second, Tiffany Sights. All aye.

BOARD VACANCY DISCUSSION: Susie has reached the end of her term and Arlene has reached the end of her first term. The names that will be put forth will be Arlene Alexander and Melissa Roberts-Jeff Duncan and Elizabeth Quick.

- Susie Thurman made a motion to put forth the names as presented. Second, Tiffany Sights. All aye.

MAIN STREET TREES- QUOTES: There are 3 quotes to replace the Laurel Shrubs and one Boxwood shrub. Wayne's (Maintenance Mgr) recommendation is Brandon's Lawn and Landscaping.

- a. Brandon's Lawn and Landscaping-\$1300.00
- b. J&J Roofing & Landscaping-\$1400.00
- c. Keeling's Landscaping- \$2000.00

Wayne entered the meeting at 9:02 to answer the Trustee's questions about the landscaping of the library.

- Nibby Priest made a motion to accept the quote of Brandon's Lawn and Landscaping for \$1300 pending W-9, business license and certificate of insurance. Second, Arlene Alexander. All aye.

GRASS TREATMENT QUOTES: There are 3 quotes to treat the grass areas of the library.

- a. Brandon's Lawn and Landscaping- \$2050.00
- b. Lawn Masters- \$2545.60
- c. Weed Man-Max program-\$2815.28; Enhanced program \$1892.79; Standard program \$1280.79

- Susie Thurman made a motion to table the discussion about the grass treatment. Second, Nibby Priest. All aye.

ROTUNDA REPAIR QUOTE: John Tiedeman, Inc said his quote will remain the same as the previous quote of \$45,000.00.

- Susie Thurman made a motion to have John Tiedeman, Inc , pending W-9, business license and certificate of insurance, repair the rotunda for \$45,000. Second, Nibby Priest. All Aye.

DIRECTOR'S CONTRACT- This is an addendum to the original contract updated with the merit increase that was awarded in April.

- Nibby Priest made a motion that we accept the Director's Contract addendum as written by the board attorney. Second, Tiffany Sights. All aye.

Wayne exited the meeting at 9:20.

NEW HIRES- We have added 5 new hires

- a. Brad Duncan, Collection Specialist I
- b. Anna Butler, Library Asst. (Part-time)

- c. Ella Stofleth, Library Asst. (Part-time)
- d. Landan Rideout, Page (Part-time)
- e. Morgan Falconer, Public Services Librarian

- Susie Thurman made a motion to accept the new hires as presented by the Director. Second, Tiffany Sights. All aye.

Nibby Priest exited the meeting at 9:23


KDLA UPDATE-AMBER POTTS- Annual report opens next month on July 3rd. Any questions about the report you can contact Amber or Nicole at KDLA. She has invited the new library commissioner, Denise, to the next regional director's meeting.

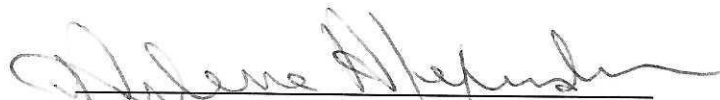
ADJOURNMENT: 9:28 AM

- Susie Thurman made a motion to adjourn. Second, Arlene Alexander. All aye.

The next regular meeting of the Board of Trustees is Thursday, July 13, 2023.

Minutes recorded by Tammy DeKemper.



President

Secretary

Director

The Henderson County Public Library provides access to information and opportunities to pursue lifelong learning, economic and cultural enrichment, and recreational enjoyment.